

Knowledge Center Operational Group (KCOG) Tips

Printing a Organizational Listing from Reports

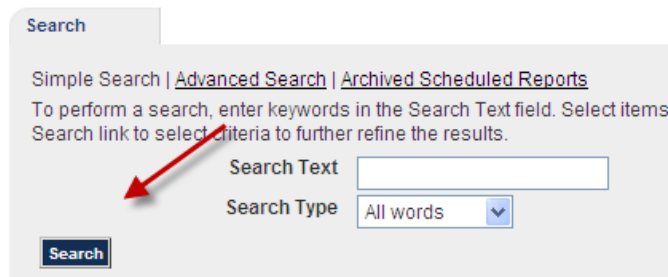
Follow this trail:

[Home](#) >> [Administration](#) >> [Reports Console](#)

Step 1: Hit search and all reports will populate

Reports Console

Manage and run standard reports. Create, manage and run custom reports



Search

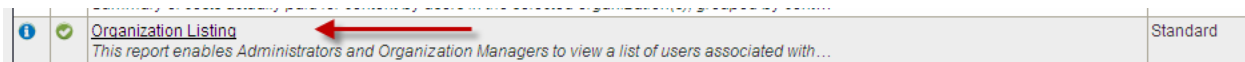
Simple Search | Advanced Search | Archived Scheduled Reports

To perform a search, enter keywords in the Search Text field. Select items Search link to select criteria to further refine the results.

Search Text

Search Type

Step 2: Click on the underlined name of the report, Organization Listing



		<u>Organization Listing</u> This report enables Administrators and Organization Managers to view a list of users associated with...	Standard
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Step 3: Click Select



Organization Listing

No Rating Available

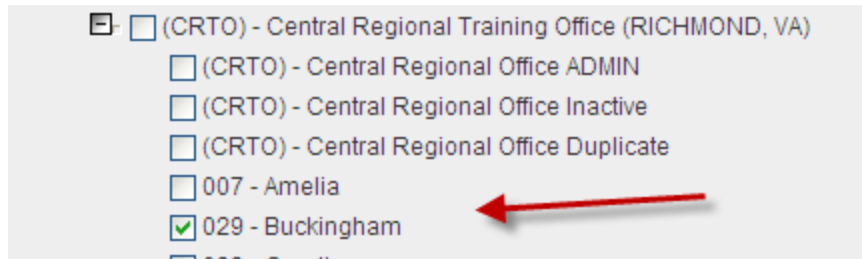
Locale : English (United States)

This report enables Administrators and Organization Managers to view

Step 4: Choose the appropriate organization from the list, only 1 can be selected. I am choosing Buckingham DSS for illustration purposes.

Organization Listing

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☐ (CRT0) - Central Regional Training Office (RICHMOND, VA)

☐ (CRT0) - Central Regional Office ADMIN

☐ (CRT0) - Central Regional Office Inactive

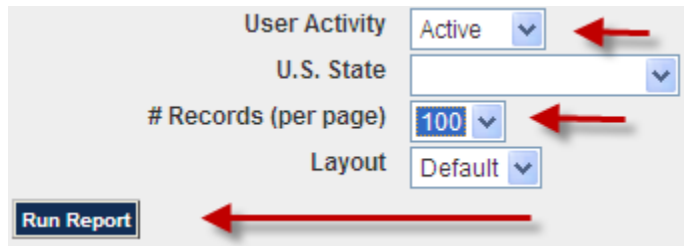
☐ (CRT0) - Central Regional Office Duplicate

☐ 007 - Amelia

☒ 029 - Buckingham

☐ 000 - ...

Step 5: Choose Active for User Activity, change # Records to 100, and then click Run Report



User Activity: Active

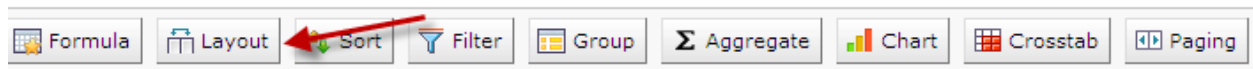
U.S. State:

Records (per page): 100

Layout: Default

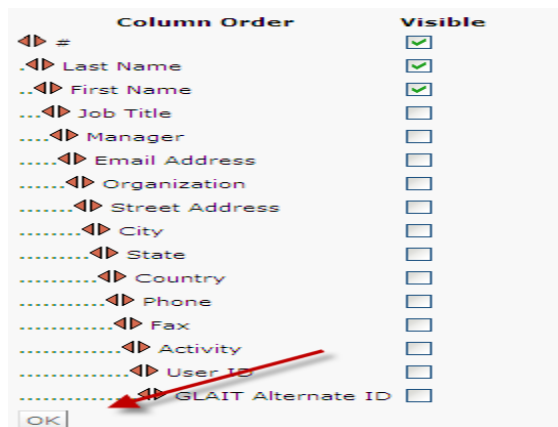
Run Report

Step 6: Choose Layout



Formula Layout Sort Filter Group Aggregate Chart Crosstab Paging

Step 7: Choose any of the fields you want to add to your report and then click OK



Column Order	Visible
#	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>
Job Title	<input type="checkbox"/>
Manager	<input type="checkbox"/>
Email Address	<input type="checkbox"/>
Organization	<input type="checkbox"/>
Street Address	<input type="checkbox"/>
City	<input type="checkbox"/>
State	<input type="checkbox"/>
Country	<input type="checkbox"/>
Phone	<input type="checkbox"/>
Fax	<input type="checkbox"/>
Activity	<input type="checkbox"/>
User ID	<input type="checkbox"/>
GLAIT Alternate ID	<input type="checkbox"/>

OK

Step 8: Once the report populates choose whatever format you want to export to



[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)